

# **MI AOP FAQ**

## **Revised, 5/4/12**

### **What is the ACT Online Prep Program?**

- Diagnostic tests and personalized Study Path
- Practice tests with real ACT test questions
- Practice essays for the optional ACT Writing Test with real-time scoring—100 writing units per school
- Anywhere, anytime access via the Internet

### **What is the deadline for signing up for the ACT Online Prep Program?**

Schools should submit their order form to ACT by Friday, August 31, 2012.

### **How long is this service available?**

Through an agreement between the Michigan Department of Education and ACT, this program is available at no cost to your school from approximately one week after ACT receives your school's order form through September 30, 2013.

### **Who is eligible to participate in this service?**

Michigan public and non-public high schools, students in grades 9–12.

### **How much does this service cost?**

Through an agreement between the Michigan Department of Education and ACT, this funding this program at no cost to your school through September 30, 2013.

### **How do I sign up for this program?**

- Complete the attached order form per the instructions and return to ACT.
- Include the school address and contact information on each order form.
- Identify the site administrator who will administer the program at your school.
- Include the enrollment count for the number of students in grades 9–12 that will participate.
- If your enrollment changes, please contact ACT Customer Services at 1-800-498-6065.

### **What happens when I have submitted my order form?**

- The site administrator will receive an email from [actonlineprep.custsvcs@act.org](mailto:actonlineprep.custsvcs@act.org).
- This email will include the link to the program and a unique username and password.
- This email will be sent within approximately one week (excluding ACT holidays) from receipt of the order form at ACT. If you do not receive this access email within this time frame, check your spam filter or call ACT Customer Services at 1-800-498-6065.

### **Once I receive access, how do I begin to use the program?**

- Once the access email is received, the site administrator will want to personalize his or her username and password.
- The site administrator can grant other counselors/teachers access to the ACT Online Prep program by setting up their own accounts.
- The best way to assign students access to the program is to import the school roster. This will assign each student his or her own unique username and password.
- Share the information with students so they can log in and use the ACT Online Prep program.

### **What happens if my enrollment count changes?**

Contact ACT Customer Services at 1-800-498-6065.

### **What other activities does the site administrator perform?**

- Manage accounts—for example, reassign usernames/passwords to students as needed.
- Monitor program activity by students.
- Run the following reports as detailed in the program Help Guide:
  1. Individual Usage Report
  2. Roster Usage Report
  3. Individual Scores Report
  4. Aggregate Scores Report
  5. Roster Scores Report
  6. Item Response Report

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### **What are the system requirements for this service?**

See <http://www.actstudent.org/onlineprep/requirements.html>

### **Where can I find more information about ACT Online Prep?**

- The site administrator identified on the order form will have access to an Online User's Guide available in the program. This provides detailed instructions on how to use all of the administrative functions of the program.
- Other administrators identified by the site administrator will also have access to the Online User's Guide.

### **Who do I contact if I have questions?**

Please contact ACT Customer Services at 1-800-498-6065 or [actonlineprep@act.org](mailto:actonlineprep@act.org).